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TENNESSEE RECREATION TRAILS PROGRAM (RTP) 2006 Grant Cycle

OVERVIEW OF THE RECREATION TRAILS PROGRAM

In 2005, Congress re-authorized the Transportation Equity Act for the 21st Century (TEA-21) as the Safe, Accountable, Efficient Transportation Equity Act- a Legacy for Users, (SAFETEA-LU). This bill was passed by Congress on July 29, 2005 and signed by President Bush on August 10, 2005. The six year appropriation for the Recreation Trail Program (RTP) is \$370 million which is an increase of 62% over funding levels in TEA-21.

Under this program, each state receives Recreation Trails Program dollars based upon a predetermined formula. Half of the funds are distributed equally among all States, the other half of the funds are distributed in proportion to the estimated amount of off-road recreation fuel use in each State – fuel used for off-road recreation by snowmobiles, all-terrain vehicles, off-road motorcycles, and off-road light trucks. It is the fuel tax revenue from these recreation vehicles that funds the RTP.

The U.S. Department of Transportation manages the Recreation Trails Program through the Federal Highway Administration (FHWA). RTP is a State-administered, Federal-aid program. The Governor designated the Department of Environment and Conservation, Recreation Educational Services (TDEC-RES) to administer the program.

Through the SAFETEA-LU legislation, the Department of Environment and Conservation, Recreation Educational Services Division, can allocate up to 7 percent of the funds received annually for administrative costs and up to 5 percent for education expenses relating to recreation trails. From 1993-2004, the State of Tennessee has received \$6,919,204 in federal RTP funds.

In 2005, the Commissioner's Council on Greenways and Trails (CCGT) was rechartered comprising of fifteen (15) motorized and non-motorized trail users who represent diverse user interests and geographic areas. The CCGT was chartered to advise TDEC-RES on the implementation of the Recreation Trails Program and to recommend annually the allocation of these funds to the Commissioner of TDEC. Final grant allocations are decided by the Commissioner of TDEC and must be approved by the FHWA.

Intent of the Recreation Trails Program:

The intent of the Tennessee Recreation Trails Program is to enhance both motorized and non-motorized recreation trail opportunities and to provide and maintain recreation trails as directed by Congress through the SAFETEA-LU.

What projects are eligible?

Recreation Trails Program funds may be used for:

- ◆ Non-routine maintenance and restoration of existing trails.
- ◆ Development and rehabilitation of trailside and trailhead facilities and trail linkages. These are trail components or associated facilities which serve the purpose and safe use of the recreation trail such as: drainage, crossings, stabilization, parking, signage, controls, shelters, water, sanitary and access facilities.
- ◆ Purchase and/or lease of trail construction and maintenance equipment. Any equipment purchased must be new in order to be eligible for reimbursement.
- ◆ Construction of new trails (with certain restrictions for new trails on Federal lands).
- ◆ Acquisition of easements or fee simple title to property for recreation trails or recreation trail corridors.

The Recreation Trails Program requires that states use 40 percent of their funds apportioned in a fiscal year for diverse recreation trail use, 30 percent for motorized recreation trails and 30 percent for non-motorized recreation trails. If eligible projects are not received within the above categories to fully administer the available funds, these funds may remain unobligated and held over until the next fiscal year for distribution.

- ◆ ***Motorized*** is defined as off-road recreation using any motorized vehicle. The most common modes are ATV, four-wheel drive (or other light utility vehicle) and motorcycle. Motorized use does not include use of electric-powered wheelchairs. “Roads” or trails where general passenger vehicles can travel are not eligible. The Tennessee Legislature in 2004, through passage of the “Tennessee Off-Highway Vehicle Act”, directed the Tennessee Wildlife Resources Agency (TWRA) to receive any future federal funds for administration and enforcement of this chapter.
- ◆ ***Non-motorized*** is defined as off-road recreation by a non-motorized mode. The most common modes are bicycle, equestrian, pedestrian (including wheelchair use), inline skates and cross country skiing. Non-motorized can also include walking, hiking, running, bird watching, nature interpretation, back-packing, etc.

Diversified trails are defined as projects that provide the greatest number of compatible uses. A trail must accommodate more than one user group (multiple use) to qualify. Example: a pedestrian-only trail is a single use trail and is not considered multiple-use.

What types of trail projects are eligible?

- ◆ Multi-Use Trails
- ◆ Hiking Trails
- ◆ Water Trails-Boat/River access should be limited non-motorized water access for canoe/kayak/rowboats. SAFETEA-LU intends for motorized boat launches to be funded by the U.S. Fish & Wildlife Service (USFWS)/TWRA through the Wallop-Breaux Trust Fund.
- ◆ Equestrian Trails
- ◆ Bicycle/Mountain Bike Trails
- ◆ Off-Road Motorcycle Trails
- ◆ Off-Road All-Terrain Vehicle (ATV) Trails
- ◆ Off-Highway Four-Wheel Drive Trails
- ◆ Walking and Interpretive Trails

Which projects are not eligible?

Recreation Trails Program funds may not be used for:

- ◆ Property condemnation (eminent domain)
- ◆ Constructing new trails for motorized use on National Forest or Bureau of Land Management lands, unless the project is consistent with that agency's approved resource management plan.
- ◆ Facilitating motorized access on otherwise non-motorized trails. Funds may not be used to facilitate motorized access on trails where motorized use has been prohibited or has not occurred as of May 1, 1991.
- ◆ Brochure printing, environmental education buildings, classrooms, or park-like pavilions/amenities.
- ◆ Costs associated with patrol vehicles
- ◆ Equipment used only to construct trails in the short term then used for non-trail uses. Equipment should be rented if not used for ongoing maintenance specific to the proposed trail.
- ◆ These funds are intended for recreation trails; they may not be used to improve roads for general passenger vehicle use or to provide shoulders or sidewalks along roads.

Who is eligible to apply?

State, federal and local (city/county) government agencies are eligible to apply for funding through the Recreation Trails Program. Private organizations may apply in partnership with a government agency. If there are insufficient eligible applications within a specific category (motorized, non-motorized, or diverse use), then private organizations will be considered without a public partner. The intent is for the distribution of funds to projects that provide the most opportunities for diverse public use. Partnerships with government agencies must be official and in writing. Specific criteria for each type of applicant is described below.

Partnerships, Public/Private Applicants:

1. A written contract or legal agreement is necessary between the agency and private organization regarding the long-term management of the proposed project.
2. If a private organization wishes to apply for funds on public property, the application must be made in partnership with the agency that owns or leases the land. The landowner is the primary applicant and administers the grant funds. In addition, the landowner must agree to maintain the property as funded in perpetuity.
3. A local, state or federal governmental entity must provide a resolution promising to manage and maintain the project as a recreation use area in the event that the private organization cannot fulfill its long-term obligations and responsibilities to the grant contract.

Private Organization Only Applicants:

1. If the Tennessee Department of Environment and Conservation – Recreation Educational Services Division (TDEC-RES) does not receive sufficient eligible applications from public agencies or from public/private partnerships within each category (motorized, non-motorized and diverse use) to expend available funding, then applications from private organizations will be considered with the understanding that funded projects must be open to the public for a minimum of twenty-five (25) years.
2. Private organization applicants must be officially chartered by the State of Tennessee through the Office of the Secretary of State.
3. The private organization must obtain a Performance Bond or Certificate of Deposit of 25% of the total grant request prior to the issuance of a grant contract assuring proper maintenance of the property for a minimum of twenty-five (25) years and be open to the public for the recreation use intended in the grant contract.
4. Expenditure of funds from the Recreation Trails Program on privately owned land must be accompanied by an easement, or other legally binding agreement, that ensures public access to the recreation trail improvements.
5. Legally binding written assurances are required for any project on privately owned land stating that the landowner will cooperate with the State and participate as necessary.

Local Governments:

- Local government applications are required to have the signature of the Mayor (City or County).
- If the landowner is other than the applicant, the applicant must obtain an easement or legally binding agreement that ensures public access to the recreation trail improvements in perpetuity.

State and Federal Governments:

1. State and Federal agencies applying must have the signature of the top agency official (Commissioner, Superintendent or Director).
2. If the landowner is other than the applicant, the applicant must obtain an easement or legally binding agreement that ensures public access to the recreation trail improvements in perpetuity.

Matching the grant - what qualifies?

In general, the maximum Federal share for each project from the Recreation Trails Program funds is 80 percent. The applicant must provide a match of 20%. Matching the grant funds may be done through cash, labor or materials. Volunteer labor must be accounted for using forms and criteria established by TDEC-RES. Prison labor may only be used as a match if the grant recipient pays the prison laborers. TDEC-RES may be contacted if questions arise concerning what qualifies as match. A federal agency applicant may provide additional federal funds, provided the total federal share does not exceed 95 percent. Federal agency applicants (US Forest Service, NPS, USF&WS, COE, TVA, etc.) must show a non-federal match of at least five percent. Administration or in-kind use of federal employees is not eligible for the 5% non-federal match. The non-federal match must come from project sponsors or other funding sources.

Reimbursements

Project payment takes place on a reimbursement basis; the grantee must incur costs for work actually completed, and then submit vouchers to the State for payment. TDEC-RES will not accept reimbursement requests for work that takes place prior to receiving the Notice to Proceed. Reimbursements are to be submitted no more often than quarterly with a minimum reimbursement request of \$1,500 (except for the final reimbursement).

Grant recipients must maintain an accounting system that meets generally accepted accounting principles and maintain financial records to properly account for the grant and matching funds.

How much can I apply for?

The minimum grant request is \$10,000. Local/community trail projects are limited to a \$100,000 maximum grant request. State or federal applicants, with projects of statewide significance, may be considered for additional funds. The State may waive the minimum amount of an approved grant under special circumstances.

RTP grants are for 80% of the total project cost. When calculating the grant amount and local share, keep in mind that the 20% local share is 20% of the total project cost rather than 20% of the grant amount. For example, if the total project cost is \$62,500, 80% of the total project amount is \$50,000(grant), and 20% of the total project amount is \$12,500(match).

Can I use part of the funds for planning and design expenses?

Yes. Use of Recreation Trails Program funds for architecture, engineering, planning, surveys, environmental reviews, grant administration and/or legal expenses are eligible but limited to no more than 15 percent of the total project cost. *These costs are not eligible or reimbursable if they are incurred prior to project award and approval by FHWA.*

When can projects begin?

After the grant is awarded, the applicant **MUST** wait until the TDEC-RES sends a Notice to Proceed letter before beginning the project. Any construction conducted prior to the date of this letter is not eligible for reimbursement. This letter will not be issued until TDEC-RES concurs with all environmental approvals and authorization is granted from the Federal Highway Administration. Applicants must commence construction within 180 days of the date stated in the Notice to Proceed letter. Grant recipients that do not begin their projects within these 180 days may have their project funding withdrawn.

How long will I have to complete the project?

Applicants will have no more than 3 years from the effective date of the project contract to complete the project. TDEC-RES will consider extending this period for one additional year **ONLY** for good cause at the written request of the applicant.

What are our long-term responsibilities to the proposed project?

Projects funded through the Recreation Trails Program must remain open to the public in perpetuity (forever). A trail or facility must be open to the public, not only club members or municipal residents. Should an applicant convert all or part of the project site to other than approved recreation use or lose the use of property for recreation purposes, the applicant must replace the site/facilities, at its own expense, with an acceptable project of comparable scope and quality. (Such conversions must have TDEC-RES approval)

ACQUISITION PROJECTS

1. *Grant Period* – Acquisitions cannot occur prior to project contract and the acquisition must be completed within one year of the beginning date of the project contract. TDEC-RES will consider extending this period **ONLY** for good cause (i.e., financial hardship, public controversy, factors beyond applicant's control, etc.) at the written request of the applicant.
2. *Ownership* - An applicant receiving assistance from the State for acquisition must have a clear title to the acquired land and must permanently commit the land to public recreation and/or public recreation use. The applicant may be required to submit the *Notice of Limitation of Use* (NLU), which is filed with the Register of Deeds. The NLU must be referenced on the copy of the deed submitted with the application. Easements qualify and are eligible for project funding. However, the

- use of publicly owned permanent easements, as a match will be reviewed on a case-by-case basis. Leases do not qualify for funding.
3. *Procurement* - The applicant shall purchase the property according to its locally adopted procurement/acquisition procedures. The website for information on Disadvantaged Business Enterprises (DBE's) is:
<http://www.tdot.state.tn.us/construction/resources.htm>
 4. *Application Documentation* - The applicant will submit for TDEC-RES approval the documentation described in the *Application Requirements Checklist* located in this manual.
 - a. Opinion of Value: The applicant will submit to TDEC-RES, at a minimum, an Opinion of Value prepared by the tax assessor or a licensed/certified real estate appraiser, which establishes the estimated fair market value of the project site. If a grant is awarded, the applicant must submit an appraisal prepared by a licensed/certified real estate appraiser in order to use the property as all or part of the match. Reviewer for TDEC-RES will evaluate/approve the appraisal prior the release of the RTP money to the applicant. The appraisal must be dated no earlier than one year prior to the closing date of the application submission period.
 - b. Survey: For all acquisition projects, the applicant will submit to TDEC-RES a survey of the project site, performed by a registered land surveyor, and dated within one year of the closing date of the application submission period. The survey must possess a North arrow and the date of the survey. A legal description of the property must be included, along with the results of a title search for the property. The title search should cover a five-year period prior to the approval of the grant project.
 - c. Boundary and Topographical Quadrangle Maps: The applicant will submit to TDEC-RES one USGS original 7.5 minute topographical quadrangle map, 3 black and white copies (size 8.5" x 11") with project boundary drawn on the topographic quadrangle map(s), and 4 black and white copies of the boundary map of the site. These maps must indicate the legal boundaries of the site, display known easements, show the proposed trail location, and legally identify the area for protection as a permanent public recreation site. For more detailed instructions, see ***Exhibit 1 - Project Boundary Map and Exhibit 2 - Topographical Quadrangle Map***.
 - d. Location Map: The applicant will submit a project location map displaying the exact location of the project site and indicate the nearest State highway. If the site is not currently a park or is difficult to find, provide directions with landmarks. This map must be current, accurate, and legible (see ***Exhibit 3 - Location Map***).
 5. *Site Development* – The applicant will have up to three years from the commencement date set forth in the contract to complete the project. Land acquisitions can remain undeveloped, but the site must be open to the public and identified as public recreation land.

6. *Permits and Environmental Review* - An environmental review will be conducted during the application period for each project. The topographical quadrangle maps submitted by the applicant must clearly indicate the exact project site and boundaries. ***The applicant is responsible for and must obtain all necessary local, state, and federal environmental permits and approvals prior to commencement of the project.*** Copies of said permit requests and approval letters must be included with the application. Failure to include this documentation will result in automatic point deductions from the total project score. TDEC's permit website address is:
<http://www.state.tn.us/environment/permits/whoami.htm>

Note: If the project applicant receives a grant award, no construction or development may begin until the completion of TDEC's environmental review and the applicant receives written verification from TDEC-RES in the form of a Notice to Proceed Letter.

DEVELOPMENT PROJECTS

1. *Grant Period* - The applicant has no more than three years from the effective date of the project contract to complete the project and the contract will expire on June 30 of the final year.
2. *Procurement of Goods and Services* - The applicant will secure all goods and services pertinent to the project according to the locally adopted procurement procedures. If the grantee has no procurement procedures the State's procedures must be used. The website for the State's procedures is:
<http://www.state.tn.us/generalserv/ba01a/topsman.pdf>. Information on Disadvantaged Business Enterprises (DBE's) are at:
<http://www.tdot.state.tn.us/construction/resources.htm>.
3. *Application Documentation* - The applicant will submit for TDEC-RES approval the documentation described in the *Application Requirements Checklist*.
4. *Land Value as Match* - The applicant will submit to TDEC-RES an *opinion of value* prepared by a tax assessor or a licensed/certified real estate appraiser. This opinion of value will establish the approximate land value of the project site. The opinion of value must be dated no earlier than one year prior to the closing date of the application submission period. If the grant is awarded, the applicant will submit an appraisal prepared by a licensed, certified real estate appraiser to establish the official land value.
5. *Control and Tenure of Real Property to be Developed* - The applicant must either own the site in fee simple title (preferred) or have a minimum 25-year lease with a local, state, federal agency. If the applicant owns the site in fee simple title or has a permanent easement, the applicant must develop and manage the site as a permanent public recreation site. The applicant must attach a copy of the agreement for the lease/easement, or, if required, the applicant must complete the *Notice of Limitation of Use* (NLU) upon award of grant. The deed must reference the NLU as evidenced by the Register of Deeds stamp.

6. *Permits and Environmental Review* - An environmental review will be conducted during the application period for each project. The topographical quadrangle maps submitted by the applicant must clearly indicate the exact project site and boundaries. ***The applicant is responsible for and must obtain all necessary local, state, and federal environmental permits and approvals prior to commencement of the project.*** Copies of said permit requests and approval letters must be included with the application. Failure to include said documentation will result in automatic point deductions from the total project score.

Note: If the project receives a grant award, no construction or development may begin until the completion of TDEC-RES environmental review and the applicant receives a Notice to Proceed letter.

7. *Boundary and Topographical Quadrangle Maps* - For all projects, the applicant will submit to TDEC-RES one USGS original topographical map, 3 black and white copies (8.5" x 11") of the topographical quadrangle map, and 4 black and white copies of the boundary map of the site. These maps must indicate the boundaries of the site, display known easements, and identify the area for protection as a permanent recreation site. For more detailed instructions, see ***Exhibit 1 – Project Boundary Map and Exhibit 2 – Topographical Quadrangle Map.***
8. *Location Map* - The applicant will submit a project location map displaying the exact location of the project site indicating the nearest State highway. If the site is not currently a park or is difficult to find, provide directions with landmarks. This map must be current, accurate, and legible (see ***Exhibit 3 - Location Map.***)
9. *Project Development ADA Compliance*- The applicant will submit all pertinent preliminary site, floor, and elevation plans with the application. Applicant's sites and projects must comply with the Americans with Disabilities Act (ADA). Current ADA information and requirements are found at: www.access-board.gov. Another resource for ADA information is www.ncaonline.org . All indoor facilities MUST clearly indicate ADA compliance throughout the building. Applicants should include trails and trailhead facilities plans/drawing as specific as possible indicating ADA accessibility. For details regarding these plans, see ***Exhibit 4 - Preliminary Site Plan and Exhibit 5 - Preliminary Floor and Elevation Plan.***

WHAT OTHER RULES OR RESTRICTIONS APPLY?

Termination of Grant: TDEC-RES reserves the right to terminate a project contract and demand the return of granted funds for non-compliance by an applicant. Failure by a project applicant to comply with the provisions of the project contract will result in TDEC-RES declaring the applicant ineligible for participation in the RTP and LPRF/LWCF/NRTF grant programs, until the grantee demonstrates compliance to the satisfaction of the TDEC-RES.

Fees and Charges: If admission, user or other fees are charged for the use of the land, facilities, or buildings that were rehabilitated, developed or acquired with funding from the Recreation Trails Program, the fee structure must be reasonable and cannot be

discriminatory to non-residents of the local area. Higher fees may be charged to non-residents; however they cannot exceed twice that charged to residents.

Utility Lines: Overhead utility lines constitute major safety concerns and detract from the natural quality of recreation areas. Applicants must take reasonable steps to insure burial or relocation of existing overhead lines and insure that all new electric wires under 15 KV and telephone wires are underground. Experts must justify exceptions in writing.

Signage: An applicant must post permanent signage following construction/acquisition indicating funds provided by the Recreation Trails Program, Tennessee Department of Environment & Conservation, Recreation Educational Services Division and the Federal Highway Administration. See page 30 for an example.

KEY INFORMATION

- ◆ TDEC/RES will award bonus points to projects that fulfill the greatest needs in development of all types of trails in Tennessee. Applicants are encouraged to apply for types of trail opportunities that are not only in great demand, but also for projects where there are not existing opportunities for such trail uses within a 25-mile radius. Another emphasis for trail projects is connectivity. Example: will this project connect 2 sections of trail to make a longer section, or will this project connect a school with a park.
- ◆ Public/private partnerships are strongly encouraged. Scoring preference placed on projects on public land with established partnerships with support organizations regarding the proposed project (such as clubs, volunteer organizations, interest groups, etc.).
- ◆ Clubs and non-profit or volunteer organizations (private groups) cannot apply individually for funds on public property. Such groups interested in seeking funding must have an established partnership with the public agency and the public agency must agree to administer the grant funds.
- ◆ Environmental clearance from the indicated federal agencies must be obtained by the applicant and documentation enclosed in every application by the application deadline. Environmental clearance is subject to approval by the Federal Highway Administration.
- ◆ Applicants are encouraged to involve volunteer youth conservation corps or national service corps in trails projects.
- ◆ The State is encouraged under law to give special consideration to project proposals that provide for the redesign, reconstruction, non-routine maintenance, or relocation of recreation trails that benefit the natural environment or mitigate and minimize the trails impact to the natural environment.

TDEC/RES will conduct a site visit of all project finalists. Please include a detailed location map and directions from the nearest major highway. Application inspection schedules will not allow applicant participation at the site visits.

RTP APPLICATION PROCEDURE

1. Recreation Trails Program (RTP) applicants must submit one copy of the project application in a white 3 ring binder with a spine width of 2" to the Tennessee Department of Environment and Conservation, Recreation Educational Services Division (TDEC-RES). Application should include all support documentation and environmental clearance letters. Applicants must also include one copy of an original USGS 7.5 minute topographic quadrangle copy and 4 black and white copies (8.5" x 11") of the project identifying the location and boundaries of the project site and the proposed trail route. You can identify which topographic map(s) are needed by going to: <http://www.state.tn.us/environment/tdg/county/>.
2. All support documentation in the application must have numbered tab dividers separating the individual items of the application. Tab numbers should coincide with the numbered items on the RTP Application Checklist found on page 13. Please fold the original USGS topographic map so it will fit into the binder.
3. The project applications will be reviewed for eligibility, rated and ranked by TDEC-RES. Finalists will be submitted to the Commissioner's Advisory Council on Greenways and Trails for final recommendation to the Commissioner of TDEC. The proposed projects are then submitted to the Federal Highway Administration for final approval and clearance.
4. Project applicants will receive approval or disapproval in writing. Upon approval of grant funds, applicants will receive a contract outlining the project scope, budget, and grant requirements and a Notice to Proceed letter from TDEC-RES.
5. Upon receipt of a Notice to Proceed letter from TDEC-RES, including environmental clearance, the grant recipient may initiate the acquisition of land, site development activities and procurement of project materials. Grant recipients will have three years from the start of the contract to complete the proposed project. Only approved expenditures within the designated grant term will be eligible for reimbursement.

RTP APPLICATION REQUIREMENTS CHECKLIST

This checklist is to be used by the applicant to assist in assembling the application package. It is not necessary to include this checklist with the application.

All items listed below MUST be in the order listed below and contained in a white three-ring binder with a spine width of 2 inches. All requested information MUST be included for the project. All items listed below are to be identified by a tab divider stating number of the item. Failure to follow format instructions will result in a deduction from the application final score. Failure to provide any required information will result in the deduction of points and the resulting lowering of the application score.

CHECK-OFF	FORMS AND MATCH
<input type="checkbox"/>	1. <i>Tennessee LPRF/LWCF/NRTF/RTP Grant Application w/ project location</i>
<input type="checkbox"/>	2. <i>Project Cost Sheet form</i>
<input type="checkbox"/>	3. <i>Development Project Costs form</i>
<input type="checkbox"/>	4. Assurance of Match (resolution, statement from agency official)
	PROPERTY INFORMATION AND ACQUISITION
<input type="checkbox"/>	5. Project Boundary Map
<input type="checkbox"/>	6. <i>Project Boundary Map Certification form</i>
<input type="checkbox"/>	7. Legal Description
<input type="checkbox"/>	8. Deed of Ownership, Notice of Limitation of Use, Lease, and/or Easement
<input type="checkbox"/>	9. Survey - Applies to acquisition projects and/or development projects using land value as match.
<input type="checkbox"/>	10. Title Search - Applies to acquisition projects and/or development projects using land value as match.
<input type="checkbox"/>	11. Opinion of Value - Applies to acquisition projects and/or development projects using land value as match.
	MAPS, PHOTOS AND DESIGN
<input type="checkbox"/>	12. Location and Topographical Quadrangle Maps
<input type="checkbox"/>	13. Photograph(s) of Site
<input type="checkbox"/>	14. Preliminary Site Plan w/ADA Features/Design of Project must comply with Americans with Disabilities Act. Applies to acquisition projects or development projects using land value as match.
<input type="checkbox"/>	15. Preliminary Floor Plans w/ADA Features (for trailhead facilities) Applies to Development projects or Acquisition/Development projects
	ENVIRONMENTAL SURVEY AND ENVIRONMENTAL CLEARANCE LETTERS
<input type="checkbox"/>	16. Environmental Survey
<input type="checkbox"/>	17. Environmental Clearance Letters
	SCORING CRITERIA
<input type="checkbox"/>	18. Eligible Project Checklist – page 28
<input type="checkbox"/>	19. Project Summary – page 29
<input type="checkbox"/>	20. Narratives for Individual Project Selection Criteria – page 29

RTP APPLICATION INSTRUCTIONS

Before submitting your application, please review this page and make sure that all required narratives, maps, environmental clearance letters and supporting documentation are enclosed. Late submissions will not be accepted.

Application information is to be listed in the order below. It must be bound in a white three-ring binder with a spine of 2 inches in width. All items listed below are to be identified by a *tab divider with the number of the item*. Failure to follow these formatting instructions will result in an automatic 10-point reduction of the total score. Missing sections will result in point deductions.

Forms and Match

1. ***Tennessee LPRF/LWCF/NRTF/RTP Grant Application*** - Answer ALL questions. Also, make sure that you list the CORRECT Federal Congressional Representative, State Senator, and State Representative along with their CORRECT districts.
2. ***Project Cost Sheet*** - Answer ALL applicable sections.
3. ***Development Project Costs form*** - Answer ALL applicable sections. Be sure to list all project line items including planning expenses. Remember that planning expenses will not be reimbursed if there is not a specific line item for the expenditures.
4. ***Assurance of Match*** - A dated and signed letter or a resolution passed by the governing body must be submitted by the applicant indicating the applicant's commitment to match the requested amount and the source of that match. The top official of the applying agency should sign this letter.

Property Information and Acquisition

5. ***Project Boundary Map*** – The 4 copies of this map must indicate the legal boundaries of the site, display known easements, and be legally sufficient to identify the area for protection as a *permanent* public recreation site.
6. ***Project Boundary Map Certification form*** - This form must be completed and submitted with the application. It is to be signed by the elected or appointed official who will sign the grant contract if awarded.
7. ***Legal Description*** - A legal description of the project property must be submitted with the application.
8. ***Deed of Ownership, Lease, and/or Easement*** - A copy of any or all such applicable documents must be submitted.
9. ***Survey*** - A survey of the project property conducted by a registered land surveyor must be submitted with the application. The survey should possess a North arrow and the date of the survey. (Only required if project is acquisition, or using acquisition as match.)

10. **Title Search** - A five-year history of conveyances (sales and transfers) of the project site is to be included with the application for acquisition projects and development projects using land value as match.
11. **Opinion of Value** - An original copy of an opinion of value of the project property is to be included with the application for acquisition projects and development projects using land value as match. (Only required if project is acquisition, or using acquisition as match.)

Maps, Photos and Design

12. **Location and Topographical Quadrangle Maps** – One original copy of the USGS topographical 7.5 minute quadrangle with 3 black and white copies of the project location (black and white copies should be 8.5” by 11” in size). Clear, accurate and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total score. Topographical quadrangle maps are available from TVA, USGS, local map store, or TDEC Geology (<http://www.state.tn.us/environment/tdg/county/>).
13. **Photograph(s) of Site** – Clear photograph(s) showing the proposed trail acquisition or development. Photos should identify any areas where trailhead facilities or trail tread rehabilitation are needed. Photos cannot be returned.
14. **Preliminary Site Plan** - A copy of the preliminary site plan or trail design for the project is to be submitted. All projects are subject to compliance with the Americans with Disabilities Act. See Exhibit 4 for example.
15. **Preliminary Floor Plans** – For trailhead facilities, a copy of the preliminary floor plans for the project is to be submitted with the application. All indoor facilities MUST clearly indicate ADA compliance throughout the building. Applicants should include trail and trailhead facility plans/drawing as specific as possible indicating ADA accessibility. See Exhibit 5 for example.

Environmental Survey and Environmental Clearance Letters Section

16. **Environmental Clearance** – See Environmental Clearance Section in this manual.
17. **Environmental Survey** – See Environmental Survey Section of this manual.

Scoring Criteria

18. **Eligible Project Categories**
19. **Project Summary Narrative**
20. **Project Selection Criteria Narratives**

**DEPARTMENT OF ENVIRONMENT AND CONSERVATION –
Recreation Educational Services Division LWCF/LPRF/NRTF/RTP**



<u>PARTICIPANT INFORMATION</u>	
1. Applicant:	
2. Applicant is a: a. Federal Govt. _____ b. State Govt. _____ c. Local Govt. _____ d. Private Org. _____	3. List of Project Partners (if any):
4. Region: East _____ Middle _____ West _____	5. County/Counties:
6.. Applicant Address:	
7. Applicant Contact (Person responsible for daily management of project) Name: _____ Telephone: _____ Title: _____ Federal ID#: _____ E-Mail: _____ Fax: _____	
8. Park Name: Project Title:	
9. Grant Type (Check all that apply) <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> Acquisition <input type="checkbox"/> Development <input type="checkbox"/> New Construction <input type="checkbox"/> Renovation </div> <div style="width: 45%;"> <input type="checkbox"/> Land owned by applicant <input type="checkbox"/> Land leased by applicant Date lease expires: _____ <input type="checkbox"/> Land is publicly owned <input type="checkbox"/> Land is privately owned (RTP only) </div> </div>	

**DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Recreation Educational Services Division LWCF/LPRF/NRTF/RTP**



PROJECT COST SHEET

Applicant's Name: _____

Park Name: _____

Project Title: _____

Brief Description: _____

_____ Acquisition _____ Dev. _____ Acquisition and Dev. _____ Preservation (NRTF only)

ADMINISTRATIVE COSTS

		Date Incurred
Site Planning	\$	
Preliminary Design	\$	
Cost Estimates	\$	
Grant Administration	\$	
Total Administrative Costs	\$	

ACQUISITION COSTS

Parcel #-List in Priority Order	Acres	Anticipated Date of Acquisition
Total Acquisition Costs		

Method of Acquisition: _____Negotiated Purchase _____Donation _____Easement _____Lease

Number of 6(f) Protected Park Acres in park referred to in this application (use additional sheets if necessary)

New Acreage- for acquisition or development; not previously under 6(f) protection.

Value Added Acreage -additional development of land already under 6(f) protection

Total Acreage (sum of figures above).

Note: Land within the boundary map of an LWCF grant is under 6(f) protection. This Acquisition is:

_____Publicly owned _____Privately owned (RTP only)

DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Recreation Educational Services Division LWCF/LPRF/NRTF/RTP



DEVELOPMENT PROJECT COST SHEET

Applicant's Name: _____

Scope of Project: Attach Professional Construction/Supplier Estimates
(List specific line items for which funds are requested)

Line Items	# of Units	Unit Cost	Total Item Cost
Total Development Cost			\$

Use Attachment if more space is needed

TOTAL COSTS

Total Administrative Costs	\$
Total Acquisition Costs	\$
Total Development Costs	\$
Total Project Costs	\$
Total Grant Request	\$

ESTIMATED ANNUAL OPERATION AND MAINTENANCE COSTS

CATEGORY	OPERATION	MAINTENANCE	TOTAL COST/CATEGORY
Supplies	\$	\$	\$
Personnel	\$	\$	\$
Utilities	\$	\$	\$
Equipment	\$	\$	\$
Contracted Labor	\$	\$	\$
Other	\$	\$	\$
Total Annual O/M			\$

DEPARTMENT OF ENVIRONMENT AND CONSERVATION
Recreation Educational Services Division LWCF/LPRF/NRTF/RTP



PROJECT BOUNDARY MAP CERTIFICATION

INDICATE APPLICABLE GRANT PROGRAM:

☐ LWCF

☐ LPRF

☐ NRTF

☐ RTP

Applicant: _____

Park Name: _____

Project Title: _____

The APPLICANT certifies that the attached project boundary map clearly delineates the area to be included under the project scope. At a minimum, this area must be a viable recreation area that is capable of being self-sustaining without reliance upon adjoining or additional areas not identified in the scope of the project.

The APPLICANT certifies that the map:

1. Was prepared on the date shown;
2. Identifies the area(s) under lease;
3. Identifies any known outstanding rights or easements;
4. Delineates the project area in sufficient detail so as to be legally sufficient to identify the lands to be afforded projection as a public recreation site.

The following methods of identification are acceptable; check method(s) used:

- | | | |
|-------|----|-------------------------------|
| _____ | 1. | Deed references |
| _____ | 2. | Adjoining Ownership |
| _____ | 3. | Adjoining easements of record |
| _____ | 4. | Adjoining water bodies |
| _____ | 5. | Metes and bounds |
| _____ | 6. | Government survey |

Certification is made to the above by:

Applicant's Signature (Usually Mayor or Agency Director)

Date

Printed Name and Title

CN-0429 (Rev. 08/05)

RDA 2314 and 2316

DEPARTMENT OF ENVIRONMENT AND CONSERVATION –
Recreation Educational Services Division LWCF/LPRF/NRTF/RTP



NOTICE OF LIMITATION OF USE

FOR LWCF:

The property identified in the attached general warranty deed has been acquired or developed with federal financial assistance provided by the National Park Service of the Department of the Interior in accordance with the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the then existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location.

FOR LPRF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Local Parks and Recreation Fund (LPRF) pursuant to TCA 67-4-409. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation, the Commissioner of the Department of Agriculture, and the Executive Director of the Tennessee Wildlife Resources Agency.

FOR NRTF:

The property identified in the attached general warranty deed has been acquired or developed with state financial assistance provided by the Natural Resources Trust Fund (NRTF) pursuant to TCA 11-14-304. This property may not be converted to other than public recreation uses (whether by transfer or any other means) without the express written approval of the Commissioner of the Tennessee Department of Environment and Conservation.

FOR RTP:

If the public property identified in the attached general warranty deed has been acquired or developed with federal Transportation Equity Act of the 21st Century (TEA-21) Recreation Trails Program (RTP) assistance through the Federal Highway Administration (FHWA). In accordance with this act, the state may decide to protect this project under 6(f)(3) of the Land and Water Conservation Fund Act of 1965, as amended, 16 U.S.C. 4601-5 et seq. (1970 ed.). Pursuant to a requirement of that law, this property may not be converted to other than public outdoor recreation uses (whether by transfer, sale, or in any other manner) without the express written approval of the Secretary of the Interior. By law, the Secretary shall approve such conversion only if he finds it to be in accord with the existing comprehensive statewide outdoor recreation plan and only upon such conditions as he or she deems necessary to assure the substitution of other recreation properties of at least equal fair market value and of reasonable equivalent usefulness and location. If a project is located on private lands that may include an easement or lease, the state requires a twenty-five year minimum commitment for public use.

Authorized Signature (usually Mayor or Agency Director if State or Federal Application)

Printed Name and Title

Applicant

Address

Phone Number

Date

ENVIRONMENTAL CLEARANCE

The potential environmental impact of proposed construction and rehabilitation is a serious concern. This grant-aid program requires that all recipients of funding comply with the conditions of the National Environmental Policy Act (NEPA) prior to and during construction activities.

Letters of clearance or compliance with Federal environmental laws must be obtained by the project applicant for each project and submitted with the project application by the application deadline. Letters must be obtained from each of the applicable agencies below:

Required for LWCF and RTP Applications

Tennessee Historical Commission

ATTN: Mr. Herb Harper
Clover Bottom Mansion
2941 Lebanon Road
Nashville, TN 37243-0442
Contact: Dr. Joe Garrison
615/532-1550, extension 103

U.S. Fish & Wildlife Service

ATTN: Dr. Lee Barclay
446 Neal Street
Cookeville, TN 38501
931-528-6481

Required for All Applications Near or Involving a Waterway

For Middle & East Tennessee:

U.S. Army Corps of Engineers

Attention: Mr. Ron Gatlin, Chief
Regulatory Branch
3701 Bell Road
Nashville, TN 37214
615/369-7500

For West Tennessee:

U.S. Army Corps of Engineers

Attention: Larry Watson, Chief
Regulatory Function Branch
167 N. Main St, B-202
Memphis, TN 38103
901/544-0736

Required for All Applications:

Division of Remediation

Attention: Andy Binford
4th Floor, L & C Tower
401 Church Street
Nashville, TN 37243
615-532-0911

Required for All Applications:

Division of Underground Storage Tanks

Attention: Stan Boyd
4th Floor, L & C Tower
401 Church Street
Nashville, TN 37243
Contact: Cheryl White
615-532-0963

In addition, an original and four copies of the topographic quad map(s) clearly indicating the entire proposed route of the trail project or park boundary must be submitted with the application. If photocopied, be sure that the name/title of the quad map(s) is indicated.

If the proposed project in any way affects a watercourse, its 100-year floodplain or any lake, pond, reservoir, swamp, marsh, or wetland, the project applicant must secure a Section 404 permit from the U.S. Army Corps of Engineers (listed above). A state Aquatic Resource Alteration Permit (ARAP) from the Division of Water Pollution

Control may also be required. For information on state permit requirements, contact the Department of Environment and Conservation at 1-888-891-TDEC.

It is the applicant's responsibility to secure any required environmental and/or construction permits (local, state or federal) prior to project construction. Separate documentation must be provided for EACH individual project site.

The TDEC permit website address is:

<http://www.state.tn.us/environment/permits/whoami.htm> . This website provides a list of permits required for specific development projects. Applicants should refer to this site when trying to determine if their proposed project will require a state environmental permit. **Note: Federal and local permits may also be required. This site also provides information on how to apply for a permit.**

Federal agencies only (U.S.F.W., TVA, NPS, and COE) may use a current Environmental Impact Statement.

Environmental Clearance Letters

Agency	Grantee has sent letter to this Agency	Clearance given by Agency	Concern noted by Agency
Division of Remediation-All grant applications.			
Division of Underground Storage Tanks-All grant applications.			
Tennessee Historical Commission-LWCF and RTP only.			
U.S. Fish & Wildlife Service-LWCF and RTP only.			
U.S. Army Corps of Engineers-All projects that involve or are near a wetland or waterway.			

List of Agencies

For more information about using native plants, safety, building codes, underground storage tanks, etc., that concern your project, contact:

Division of Archaeology
Attention: Mr. Nick Fielder
Cole Building #3
1216 Foster Avenue
Nashville, TN 37210
Contact: Mr. Michael Moore
(615) 741-1588, extension 20

Underground Storage Tanks
4th Floor, L & C Tower
401 Church Street
Nashville, TN 37243-1541
(615) 532-0945
Contact: Cheryl White
615-532-0963

Division of Natural Heritage
Attention: Mr. Reggie Reeves
14th Floor, L & C Tower
401 Church Street
Nashville, TN 37243-1538
Contact: Mr. Roger McCoy
(615) 532-0437

Division of Remediation
4th Floor, L & C Tower
401 Church Street
Nashville, TN 37243-0447
(615) 532-0911
Contact: Mr. Andy Binford

Tennessee Exotic Pest Control Council
P.O. Box 40692
Nashville, TN 37204
(615) 646-5292

Southern Building Codes
900 Montclair Road
Birmingham, Alabama 35213
(800) 877-2224

Life Safety Codes
National Fire Protection Association
(617) 770-3000, or, (800) 344-3555

Handicapped Code
Public Building Accessibility Act
North Carolina Handicapped Code (TN adopted this)
(919) 733-3901

Consumer Product Safety Commission
Washington, D.C. 20207-0001
<http://www.cpsc.gov/>

TDEC's permit website address is:

<http://www.state.tn.us/environment/permits/whoami.htm> .

This website provides a list of permits required for specific development projects. Applicants should refer to this site when trying to determine if their proposed project will require a state environmental permit. **Note:** Federal and local permits may also be required. This site also provides information on how to apply for a permit.

ENVIRONMENTAL SURVEY

This survey is a requirement for federally funded programs. Where adverse or negative impact is indicated, additional information will be required for mitigation. For projects selected for funding and submitted to FHWA, the Department of Environment and Conservation will verify the accuracy of this information and compliance with appropriate state and federal regulatory agencies to meet the requirements of the National Environmental Policy Act (NEPA). *[If the applicant is submitting more than one project, then this form should be duplicated and completed for each individual site separately.]*
Failure to provide complete and accurate information may result in rejection of the project.

1. Project Name: _____
2. Land Use:
 - a) Please provide a detailed description of how the trail will be constructed, the design of the trail (include surface type, width, length), special features including any bridges, and proximity to environmental features (stream crossings, wetlands, forested areas, open field, etc.). Describe in detail the project area including topography, historic land usages, and unique geologic features. Attach a land use map of the area if available, and 1 USGS topographic map, with topographic map name, with legend, clearly showing project location and boundaries. The documents should be of sufficient size and clarity for adequate interpretation of applicant's intentions.
 - b) Is the project consistent with comprehensive land use, management or development plans for the area? ____Yes ____No ____Not Sure
Name of plan: _____
3. Natural Resources: Describe how the proposed project will impact the following?
 - a) Soil Erosion or Sedimentation
 - b) Vegetation (noxious weeds)
 - c) Streams, Rivers or Lakes
 - d) Wetlands
 - e) Floodplains
 - f) Farmlands
 - g) National Natural Landmarks
 - h) Endangered Plants and/or Animals
 - i) Wildlife and/or Wildlife Habitat
4. Historic and Archaeological Resources:
 - a) Has the project been reviewed by the Tennessee Historic Commission?
____Yes ____No If yes, attach Commission comments

- b) Will the project have an effect on historic or archaeological resources?
 ___ **Yes** ___ **No** ___ **Not Sure**
5. Hazardous Wastes – Is there any potential for involvement with hazardous wastes or underground storage tanks? ___ **Yes** ___ **No** ___ **Not Sure**
6. Noise – Is there potential for the project to have a noise impact on the surrounding land uses? ___ **Yes** ___ **No**
7. Air Quality – Will the project have an adverse impact on air quality?
 ___ **Yes** ___ **No** If yes, explain.
8. Is the project located on a publicly owned park, recreation area, historic site or wildlife and waterfowl refuge? ___ **Yes** ___ **No**
- a) If yes, mark the appropriate box and name the facility.
 ___ Park or ___ Recreation Area _____
 ___ Historic Site _____
 ___ Wildlife/Waterfowl Refuge _____
9. Permits Required:
 Section 404 Permit - Wetland (Corps of Engineers) ___ **Yes** ___ **No**
 Aquatic Resource Alteration Permit (TDEC) ___ **Yes** ___ **No**
 Tennessee Valley Authority Section 26a Permit ___ **Yes** ___ **No**
 Local Permits ___ **Yes** ___ **No**
10. Describe methods to be employed to reduce adverse impacts from construction or use, such as noise, dust generation, soil erosion and siltation.

TO BE COMPLETED BY PROJECT APPLICANT

Any response that signifies impacts (significant or minimum) may require additional information. On additional pages provide information, as necessary, to access the potential impacts. Attach additional documentation if applicable.

Prepared by: _____ Date: _____

Title of Preparer: _____

Signature of Preparer: _____

Preparer's e-mail address: _____

Signature: _____

(Applicant's Signature, usually Mayor or County Executive or Agency Director if State or Federal Application)

Scoring Criteria

Recreation Trails Program Application

18. ELIGIBLE PROJECT CATEGORIES

The following list is the types of projects to be funded with the Recreation Trails Program. Check all categories the proposed trail qualifies for.

_____ **Non-routine maintenance of trails:** applicant must show how the proposed project is not needed due to a lack of on-going maintenance on the applicant's part. Non-routine maintenance must be a one-time project for major improvements.

_____ **Restoration of areas damaged by usage (erosion control, over-use, impacts by non-permitted trail users, etc.)**

_____ **Environmental mitigation/enhancement:** measures that provide design, reconstruction, non-routine maintenance, or relocation of trails in order to mitigate and minimize impact on the natural environment.

_____ **Development of trailhead and trailside facilities**

1. Drainage
2. Crossings
3. Stabilization
4. Parking
5. Signage
6. Controls
7. Shelters
8. Water and Sanitary Facilities
9. Accessibility Infrastructure

_____ **Acquisition of land** (must be a willing seller)

1. Fee Simple (preferred)
2. Easement (public use access)
3. Lease (minimum 25-year lease on public land.)

_____ **New trail construction**

19. **PROJECT SUMMARY** - Provide a one-page project summary of the proposed project. This summary should describe the scope of the project and justify the need and demand for the project. Applicant should address how the proposed project meets the “intent” of the Recreation Trails Program eligibility criteria as described in the application. Any special issues or significant features of the project should be included. **Try to “sell” your project in this one-page summary.** (50 points possible)
20. **PROJECT SELECTION CRITERIA** - Explain how the project meets the following project selection criteria. Use one page per lettered item below. (100 total points possible) Application must provide information on all the items listed below in order to receive the maximum score. Use one page for each lettered item.
- A. **Partnerships** – Describe the degree to which the trail project involves interagency cooperation and public/private partnering between trail user organizations and public agencies. (0-20 points)
 - B. **Connections** – Describe the degree to which project provides linkages to other trails, greenways, scenic corridors, parks or recreation areas. (0-20 points)
 - C. **Planning Process** – Describe the planning process for the project. Include documentation of public involvement and support for the proposed project. (0-15 points)
 - D. **Volunteerism** – Provide information about volunteer services and donated materials that will be used to accomplish this project. Include information about youth conservation corps, AmeriCorps or other volunteer service organization involvement. (0-15 points)
 - E. **Trail Sharing** – Describe how the trail project can accommodate a variety of motorized and/or non-motorized recreation activities (hiking, equestrian, motorcycle, fitness, interpretive, paddle sport, multi-use, ATV, 4-wheel drive, mountain bicycling, accessible trails). (0-10 points)
 - F. **Environmental Mitigation** – Describe how the project provides for the design, construction, location or redesign, reconstruction, or relocation of the trail or trailhead in order to mitigate and minimize the impact to the natural environment making for a sustainable project. (0-10 points)
 - G. **Maintenance Commitment** – Describe the degree of commitment (such as on-going funding or trail adoption) to continue operation and maintenance after project is complete. (0-10 points)
 - H. **Bonus Points** – Bonus points will be considered for the projects that emphasize trail projects that provide for motorized trail use, mountain bike use, equestrian trail use, water trail use and backcountry hiking use (or any combination of these). . Land acquisition for greenways and/or trails; are identified as having the highest demand, through public input, as identified in the 2003-08 Tennessee Recreation Plan or as identified in the Tennessee Greenways and Trails Plan; that provide for Alternative Transportation such as bicycle or pedestrian trails and that make Connections between destinations i.e., neighborhoods to parks or schools. (50 points possible)

Required Signage at Grant Sites

RTP Funding Acknowledgement:

This project is funded in part by a Recreation Trails Program (RTP) grant from the Federal Highway Administration (FHWA) through the Tennessee Department of Transportation (TDOT) and is administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation. Other funding sources may be added to project signage per other funding source requirements (see “optional” below on signage example).

(Any other information about applicants is at the project administrator’s community’s discretion.)

Other information that is required to be posted

Equal Employment Opportunity poster must be displayed at project site or at the city/county municipal building.

Section 504 of the Rehabilitation Act of 1973 (ADA of 1990): This act assures that no qualified disabled person will, on the basis of disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal Financial assistance.

Title VI of the Civil Rights Act of 1964: Assures that no person in the United States will, on the ground of race, religion, color, or national origin, be excluded from participation in, be denied benefits of, or otherwise be subjected to discrimination under any program or activity that receives Federal Financial assistance.

Note: if the above (EEO, Section 504, and Title VI) are posted onsite or elsewhere (City Hall, park office, etc.,) they will not need to be included in the sign below.

Size requirements: Minimum two- (2) foot by three- (3) foot is preferred.

EXAMPLE:

	Your Project’s Name	
	This project is funded in part by a Recreation Trails Program (RTP) grant from the Federal Highway Administration (FHWA) through the Tennessee Department of Transportation (TDOT) and is administered by the Recreation Educational Services Division, Tennessee Department of Environment and Conservation. This project is in compliance with Section 504 of the Rehabilitation Act of 1973 (ADA of 1990) and Title VI of the Civil Rights Act of 1964.	
	Funding has been provided as follows:	
OPTIONAL →	RTP	\$ 50,000
	Local Funds	\$ 12,500
	Total Project Cost	\$ 62,500

List of Acronyms

ADA- Americans with Disability Act

APRP – Associate Park & Recreation Professional (formerly called a CLA)

ASTM- American Society for Testing and Materials

CCGT-Commissioner’s Council on Greenways and Trails

CN- Certified Number

CPRP – Certified Parks & Recreation Professional (formerly called a CLP)

CPSC- United States Consumer Product Safety Commission

CST- Central Standard Time

DBE-Disadvantaged Business Enterprise

FAQ- Frequently Asked Questions

FHWA- Federal Highway Administration

LPRF- Local Parks and Recreation Fund

LWCF- Land and Water Conservation Fund

NPS- National Park Service

NRTF- Natural Resources Trust Fund

OGC – Office of General Counsel

OPSP- Open Project Selection Process

PARTAS – Parks and Recreation Technical Advisory Service

REC – Recreation Educational Consultant

RES- Recreation Educational Services Division

RTP – Recreation Trails Program

SAFETEA-LU – Safe, Accountable, Efficient Transportation Equity Act – a Legacy for Users of 2005

TCA- Tennessee Code Annotated

TDEC- Tennessee Department of Environment and Conservation

TDOA- Tennessee Department of Agriculture

TWRA – Tennessee Wildlife Resources Agency

TVA – Tennessee Valley Authority

USGS – United States Geological Service

EXHIBITS

1







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Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Environment and Conservation does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in its programs, services or activities. Equal Employment Opportunity/Affirmative Action inquiries or complaints should be directed to the EEO/AA Coordinator, Office of General Council, 401 Church Street, 20th Floor L & C Tower, Nashville, TN 37243, 1-888-867-7455. ADA inquiries or complaints should be directed to the ADA Coordinator, Human Resources Division, 401 Church Street, 12th Floor L & C Tower, Nashville, TN 37243, 1-866-253-5827. Hearing impaired callers may use the Tennessee Relay Service (1-800-848-0298).



Tennessee Department of Environment and Conservation,
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